

ECC Director

Temple Kol Tikvah seeks to hire a Director of Early Childhood Education who will be responsible for the overall management and day-to-day operations of our Reggio Inspired Early Childhood and Parenting Centers.

Key Job Responsibilities:

Implement a pedagogy based on Reggio Emilia with a focus on constructivism, and the outdoor classroom. This is combined with a rich and robust offering of Jewish programming and curriculum

Handle administrative and supervisory responsibilities

Collaborate with staff in planning class curriculum

Create and maintain policies and procedures to ensure the health and safety for students, staff and families

Ensure that children are meeting developmental milestones

Conduct classroom observations

Maintain preschool campus and equipment, purchase equipment and school supplies as needed

Prepare and monitor annual Preschool budget

Conform to licensing regulations and contact regulatory agencies (CA State Licensing, Dept. of Social Services)

Maintain current and proper records for California licensing and other required administrative forms, including student health records

Communicate frequently with parents, synagogue staff and leadership

Conduct tours for prospective parents and children on an ongoing basis

Required Skills and Experience:

Training and experience with Reggio Emilia educational philosophy

Early Childhood Education: 5 years

Supervisory and/or Directorial role: 1 year +

Meets all Title 22 requirements for an Infant Director

Proficient in Title 22 licensing requirements

Bachelor's Degree in Education, Child Development, Early Childhood Education or related field or equivalent combination of education and experience

Excellent Communication Skills

Budgeting and Program Management

Strong Leadership and interpersonal skills

Ability to work as a team leader and team player

Appropriate ECC Credentials, including Site Director

Judaic Knowledge:

Familiarity with progressive Judaism and its perspectives on Jewish traditions and values

Application Instructions

Please email your cover letter, resume, and salary history to executivedirector@koltikvah.org.
No telephone inquiries will be accepted.